



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON  
CAMP PARKS RESERVE FORCES TRAINING AREA  
BUILDING 620, 6TH STREET  
DUBLIN, CA 94568-5201

IMPR-SO

9 July 2013

MEMORANDUM FOR ALL Parks Reserve Forces Training Area Personnel and Tenant Organizations and Training Units

SUBJECT: Parks RFTA Policy Letter #7, Portable Space Heaters

1. REFERENCE:

- a. AR 385-10, the Army Safety Program, 27 August 2007/RAR 3 September 2009.
- b. AR 420-1, Army Facilities Management, 8 February 2008/RAR 28 March 2009.
- c. Parks RFTA Regulation 420-1, Fire Prevention, 14 March 2005.

2. PURPOSE. To establish procedures for obtaining approval to use a portable space heater in your work or office space at Parks RFTA (PRFTA) facility.

3. APPLICABILITY. This policy applies to all PRFTA military personnel, Tenant organizations, Civilians, and contractors occupying space in a PRFTA facility.

4. POLICY. The use of portable space heaters on the installation is prohibited except when explicitly **approved** on a case by case basis by **PRFTA Installation Safety office**. In conjunction with PRFTA Fire Department and the Directorate of Public Works, portable space heaters consume excessive amounts of energy and pose a significant risk of fire. A case by case approval will take into consideration the following:

- a. Energy requirements, facility wiring, and load capabilities.
- b. Overall heater condition, heater type, the contents within the facility, and presence of safety features such as element guards, grounding and an automatic shut off.
- c. All space heaters must have been tested by a recognized testing company such as Underwriter Laboratories (UL). The testing company approval must be physically stamped into the heater.

5. Approvals may designate one specific space heater by serial number for a specific location by building and room number only. **HEATERS MAY NOT BE RELOCATED WITHOUT A NEW WRITTEN APPROVAL BY THE PRFTA SAFETY OFFICE.**

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- a. All heaters must be turned off and unplugged from wall receptacle when not attended (in the immediate vicinity).
  - b. All heaters must be kept a minimum of three feet away from combustible materials.
  - c. Never place any materials on any part of a heater or heater flexible electric cord.
  - d. Portable heaters may not be used in conjunction with any extension cords or surge protectors. Portable space heaters must be plugged directly into a wall outlet.
7. Oil filled radiator type portable space heaters must also be pre-approved in writing based on the electrical requirement and available power at specific locations, and are not exempt from this policy.
8. Portable gas or liquid fuel heaters are not approved for use inside any Parks RFTA facility.
9. Infrared-red heaters, construction, garage, direct or indirect wall furnace, RV heater or fireplace type space heaters must be **pre-approved in writing** based on electrical requirement, and available power at specific locations, and are not exempt from this policy.
10. Personnel requesting approval for use of a portable space heater may do so by completing the request form enclosed- **PORTABLE SPACE HEATER USE REQUEST**. Submit the form to the PRFTA DPW work order section. Once approved by DPW contractor; the request shall be forwarded by DPW to Parks RFTA Fire Inspector. The heater shall be inspected in person. Upon approval by the Fire Department, the requestor shall bring the original request form to the PRFTA Installation Safety Office for an approval number. Keep the original in the immediate vicinity of the approved space heater location.
11. PROPONENT. The proponent for this policy is the Parks RFTA Installation Safety & Occupational Health Office at (925) 875-4681.

Encl  
PRFTA Portable Space Heater Request



CHRISTOPHER P. GERDES  
LTC, MP  
Commanding

## Enclosure Parks RFTA Portable Space Heater Request

REQUEST TO USE THE FOLLOWING PORTABLE SPACE HEATER IAW PARKS RFTA POLICY #18.

INFORMATION OF PERSON MAKING REQUEST: **THREE-STEP PROCESS**

NAME \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

TENANT UNIT/DIRECTORATE: \_\_\_\_\_

PHYSICAL LOCATION (BLDG # and ROOM #) **only one heater** allowed to be used in the workspace \_\_\_\_\_

HEATER INFORMATION:

MANUFACTURER \_\_\_\_\_

MODEL NUMBER \_\_\_\_\_

SERIAL NUMBER \_\_\_\_\_

### I. PARKS RFTA DPW

#### 1) LOCATION REQUESTED

PARKS RFTA DPW (CONTRACTOR): **Circle**

a. ELECTRICAL REQUIREMENTS: MEETS / DOES NOT MEET ELECTRICAL REQUIREMENTS.

b. RECOMMEND: APPROVED or DISAPPROVED

**DPW Contractor Name and Signature** of who inspected electrical requirements  
**MUST BE LEGIBLE**

Name: \_\_\_\_\_

### II. PARKS RFTA FIRE DEPARTMENT

#### 2) INSPECTION OF THE REQUESTED HEATER

PARKS RFTA FIRE (INSPECTOR): **Circle**

a. An inspection of the requested heater and location was completed on: \_\_\_\_\_ (date)

b. MEETS / DOES NOT MEET FIRE PROTECTION REQUIREMENTS.

c. RECOMMEND: APPROVED or DISAPPROVED

**Fire Inspector Name and Signature** who inspected Heater and Facility  
**MUST BE LEGIBLE**

Name: \_\_\_\_\_

### III. PARKS RFTA INSTALLATION SAFETY OFFICE

#### 3) HEATER REQUEST IS: APPROVED or DISAPPROVED

(Completed by PRFTA Safety Office only)

REQUEST NUMBER \_\_\_\_\_

Assigned by the PRFTA Safety Office only

**Name and Signature** of Safety official  
**MUST BE LEGIBLE**

Name: \_\_\_\_\_

Note: A separate request is required for each specific portable space heater. **Approved requests must be kept in the immediate vicinity of the approved location** and available upon request of fire and safety personnel. For questions on this form please contact the Parks RFTA Installation Safety and Occupational Health Office at (925) 875-4681/4335.